



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES**

**SUBJECT: IDENTIFICATION OF PERSONAL VEHICLE Number: 01-014
BEING USED ON STATE BUSINESS**

Date: JANUARY 7, 2005

Page 1 of 2

ISSUE:

Many Department of Environmental Quality employees have regulatory responsibilities. It is important that staff be easily identified by the public as employees of the DEQ. A state-owned vehicle is usually identified by the license plate and state seal or other identifying information on both sides of the vehicle. However, some employees use their personal vehicles in the course of conducting official DEQ business. In order for the public to easily identify personal vehicles used for official business, this policy provides for and addresses the appropriate use of Official Business identification. The procedure to obtain this identification follows.

DEFINITIONS:

None

POLICY:

1. **Use of Identification in Privately Owned Vehicles:** An employee may only use an identifying sign described in this policy when the employee is using a privately owned vehicle on official DEQ business. Use of the signs is left to the discretion of the employee and/or the employee's supervisor.

The signs, if used, should preferably be used while the vehicle is stationary. The signs must be positioned inside the vehicle. The signs may be used while the vehicle is in motion when it is important for a member of the public to identify the vehicle while it is in motion. If the signs are used while the vehicle is in motion, according to Michigan's Vehicle Code (Public Act 300 of 1949) they must be positioned inside the vehicle's rear side windows, or in the rear window if the vehicle has two rearview mirrors, one on each side, adjusted so that the operator has a clear view of the highway behind the vehicle.

2. **Content of Signs:** The signs must include the State of Michigan logo, the words "State of Michigan, Environmental Quality" and "Official Use Only."
3. **Obtaining or Printing Signs:** The DEQ Financial and Business Services Division (FBSD) is the only authorized entity to obtain and distribute signs for use by DEQ employees as described in this policy, and will distribute a quantity to each program division for assignment to employees as needed.
4. **Control of Signs:** The DEQ FBSD will work in conjunction with each DEQ division to track assignment of signs and to maintain an inventory of signs. Divisions must track the name, location and unique control number of each sign, and provide this information to the DEQ FBSD annually, or upon request. The signs remain the property of the State of Michigan and will only be issued to or used by employees who have signed the Official Business Sign Log, EQ1591. The sign will be returned to the division representative when an employee leaves the department/division/district.

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Page 2 of 2

PROCEDURE A: Printing and Distribution of Signs to DEQ Divisions

Responsibility

Financial and Business Services Division
staff

Action

1. Obtain estimate from each program division/office of number of signs needed.
2. Obtain quantity of durable, clearly legible identifying signs from DMB Print and Graphic Services. Each sign must have a unique identification number on it. Quantity of signs obtained is based on number of signs requested in Step 1, allowing for a quantity to be held in reserve for future needs.
3. Provide requested quantity of signs to each program division/office administration section supervisor or other person designated by the division for distribution and tracking.
4. Acknowledges receipt of signs by signing EQ1591 and returns to FBSD staff.
5. Maintain file of EQ1591 forms listing signs sent to divisions.

Division/Office Administration Section

Financial and Business Services Division
staff

PROCEDURE B: Assignment of Signs to Employees

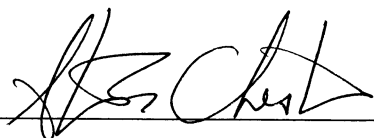
Responsibility

Division/Office Administration Section
Supervisor or other person designated by
division

Action

1. Receives quantity of signs from FBSD staff in Procedure A3. Distributes to division/office staff as needed. Maintains inventory of signs distributed, including name of each employee who receives a sign, unique identification number of each sign, and employee's signature on form DEQ EQ1591. Retrieves sign when employee separates from employment with the department/division/district.
2. If additional signs are needed, notifies FBSD staff.

Approved: _____



Date: _____

1-13-05